

EWB-USA Mentor Statement of Intent for Responsible Engineer in Charge

By signing this form, you are attesting that you have the minimum qualifying practical design experience to serve as an EWB-USA Responsible Engineer in Charge, that you are an EWB-USA member and that you will adhere to the responsibilities outlined below. Please review this document thoroughly.

Responsibilities of the Responsible Engineer in Charge:

- 1) Design: As the Responsible Engineer in Charge, you will be responsible for oversight of the project design. EWB-USA requires that you have approved all designs prior to implementing the project in the field. EWB-USA does recognize that often the installation does not go as smoothly in the field as during the planning process; however, the overall design must meet EWB-USA's standards, and must be safe for the host community. EWB-USA Project Manager approval and Technical Advisory Committee (TAC) travel approval must be granted prior to making any travel arrangements for assessment, implementation and monitoring trips or purchasing any plane tickets. All designs must be submitted to the TAC on time for final approval prior to implementation.
- 2) EWB-USA Compliance: The Responsible Engineer in Charge is responsible for making sure the project has a team of Professional Mentors with the required qualifications as outlined in the *405 – EWB-USA Professional Mentor Teams and Qualifications* document. You are also responsible for ensuring that all EWB-USA paper work has been submitted to EWB-USA on time and that all project design reviews have been completed and revisions made to the design prior to making any travel arrangements or implementing the design. You, or a qualified alternate Travel Mentor, are required to travel with the team to assess, implement and monitor the project.
- 3) Student Learning: For EWB-USA student chapters, learning is a significant result of the implementation of successful projects. This means that the Responsible Engineer in Charge is there to guide the project and teach the students. The students are not professionals and they will often be unable to perform tasks on their own or know what is required to complete the project successfully. As the lead of a Professional Mentor team, it will be your responsibility to help the students learn these necessary skills by doing such things as arranging for training, teaching them yourself, or by asking other professional members of EWB-USA to help with the project. The Responsible Engineer in Charge leads a mentor team that teaches the students and he/she, or a qualified alternate Travel Mentor, must travel on the implementation trips to carry out that responsibility in the field.

I have read and understand all of the above responsibilities for the Responsible Engineer in Charge, and I agree to adhere to these responsibilities.

Signature

Date

Printed Name

E-mail

Submit this form and your resume to your project leads. These documents are required with project report submittals.